

How to Use the Catering Services, Conference Space and Hotel Room Accommodations Statewide Contract

Contract #: GRO27A, GRO27B, GRO27C

Contract Duration: 05/01/2011 to 10/31/15

MMARS #: GRO27A* GRO27B*, GRO27C* - Options to renew: No options available

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This contract contains **Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP) Equipment**

Last change date: **05/22/2015**

Contract Summary

This contract covers Catering Services, Conference Space and Hotel Room Accommodation which is available from various contractors statewide. Departments may request any or all services from the list of available contractors for GRO27A Catering Services, GRO27B Catering Services and Conference Space and GRO27C Catering Services, Conference Space and Hotel Room Accommodation.

The statewide contract has been divided in three (3) statewide contracts categories as follows:

- GRO27A - General Catering Services allows contractors to provide general catering services only (breakfast, lunch, dinners, snack, etc.). Set up, clean up, linens, utensils, paper goods and delivery fees are to be included in quoted price unless agreed to between the department and the contractor prior to delivery of service.
- GRO27B - Catering Services with Conference Space which allows contractors to provide catering services and conference centers (e.g. hotels, convention centers, halls, etc.) that restrict departments to use their in-house or subcontracted caterers. Eligible entities temporarily use space with catering services for training, conferences, seminars, ceremonies and large meetings. The price of the conference space rental is inclusive of all conference incidentals (i.e. audiovisual equipment, internet connections, etc.).
- GRO27C - Catering Services with Conference Space and Hotel Room Accommodation Rates. This allows contractors to provide Catering Services, Conference Spaces with an added value option to provide special hotel room rates as it applies to the eligible entity's needs and requirements.

Departments may request any or all commodity or services as specified with the identified contracts. Departments may request catering menus, negotiate prices with contractors and obtain price quotes when services are needed.

Benefits and Cost Savings

- The statewide contract covers a broad selection of contractors that can provide catering services, conference spaces and hotel room accommodation.
- **Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or discounts for the services being offered

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Contract Information:

For the most up-to-date, accurate and complete listing of authorized contractors and related program participation statuses, locate the Active Contract record and select the Vendor(s) tab.

How to use the contract

Each awarded contractor should be contacted for their current available price list for menu, conference space and or hotel room rates. **Eligible Entities should note that pricing may vary for each category (breakfast, lunch, dinner) depending on menu selections.**

Eligible Entities are encouraged to obtain quotes from multiple contractors to ensure competitive pricing. Eligible Entities are required to contact at least three (3) selected contractors of their choice before placing orders to solicit competitive pricing.

For problems which are not resolved through customer service, contract users should contact the listed contact under the vendor contact information on COMMBUYS

<https://www.commbuys.com/bsa/login.jsp>.

Delivery – Delivery must be made at no extra cost to the Commonwealth with all deliveries being FOB destination. All orders will be processed, confirmed and delivered based on established delivery schedules with the ordering Eligible Entity. The Eligible Entity will establish a mutually agreed upon delivery schedule with the contractor(s). The contractor(s) will make delivery of items as requested by the ordering facility. Any change in the specified delivery schedule is subject to approval by the Eligible Entity.

Any item not delivered during an established delivery period may be canceled at no cost to the Commonwealth. Any additional costs incurred by the Commonwealth, as a result of the contractor's failure to deliver is the responsibility of the contractor(s). Any product delivered that does not conform to this requirement will be returned at the contractor's expense.

"Will Call" Orders are orders that are to be picked up by the contract user within 24 hours of request and the contractor(s) will provide for "will call" orders if immediate delivery is necessary and the contract user is willing to pick up the order. The contractor(s) may be asked to provide emergency delivery and may charge a compensation rate for such deliveries if agreed to in advance by the Eligible Entity.

Cancellations - Eligible Entities and/or contractors will be required to provide at a minimum the following notices for cancellation:

- GRO27A – General Catering Services – Seven (7) day notice
- GRO27B - Catering Services with Conference Space – Fourteen (14) day notice
- GRO27C - Catering Services with Conference Space & Hotel Room Accommodations – Thirty (30) day notice

Contract Agreements – Eligible Entities are **NOT** required to sign any contractor's documents or provide any deposits for any commodities and/or services provided through GRO27A, GRO27B and GRO27C.

Prompt Pay Discount (PPD) – Prompt Pay Discount is available for all awarded contractor(s).

Vendor List and Contract information (Click on link) for GRO27A – Catering Services

C124489-vCurrent	Conversion Vendor	<u>MMARS Vendor Code – Vendor Line</u>
PO-14-1080-OSD01-OSD10-00000000550	A&R Food Service Corporation	VC6000181481 – Line 1
PO-14-1080-OSD01-OSD10-00000000559	B&M Catering/Clambakes	VC0000372571 – Line 3
PO-14-1080-OSD01-OSD10-00000000629	Bakers' Best	VC6000169672 – Line 10
PO-14-1080-OSD01-OSD10-00000000630	Boston Cafe & Catering, Inc	VC6000178000 – Line 11

PO-14-1080-OSD01-OSD10-00000000631	Creedon and Co., Inc.	VC6000173326 – Line 18
PO-14-1080-OSD01-OSD10-00000000632	Franklin Caterers	VC6000170634 – Line 5
PO-14-1080-OSD01-OSD10-00000000634	NexDine, LLC	VC0000567200 – Line 13
PO-14-1080-OSD01-OSD10-00000000636	Spinelli's Catering	VC0000209658 – Line 16
PO-14-1080-OSD01-OSD10-00000000637	Struck Catering	VC6000188292 – Line 6
PO-14-1080-OSD01-OSD10-00000001390	iCater	VC6000162415 – Line 12
PO-14-1080-OSD01-OSD10-00000000953	Mel and Ernie's Catering	VC6000158671 – Line 4

Vendor List and Contract information (Click on link) for GR027B – Catering Services and Conference Space

C124491-vCurrent	Conversion Vendor	<u>MMARS Vendor Code & Line</u>
PO-14-1080-OSD01-OSD10-00000000856	Creedon and Co., Inc.	VC6000173326 – Line 8
PO-14-1080-OSD01-OSD10-00000000877	DCU Center	VC6000229489 – Line 7
PO-14-1080-OSD01-OSD10-00000000878	Lantana The	VC6000182922 – Line 5
PO-14-1080-OSD01-OSD10-00000000895	The Conference Center at Bentley	VC6000155274 – Line 4
PO-14-1080-OSD01-OSD10-00000000901	The Log Cabin & The Delaney House	VC6000183093 – Line 10

Vendor List and Contract information (Click on link) for - GR027C – Catering Services, Conference Space and Hotel Room Accommodation

C124493-vCurrent	Conversion Vendor	<u>MMARS Vendor Code & Line</u>
PO-14-1080-OSD01-OSD10-00000000906	Best Western Royal Plaza Hotel & Conference Center Marlborough	
PO-14-1080-1080C-1080L-00000001135	Boston Quincy Marriott	
PO-14-1080-OSD01-OSD10-00000000925	Devens Common Center & Springhill	

	Suites by Marriott	
<u>PO-14-1080-1080C-1080L-00000001138</u>	Double Tree Boston Westborough	
<u>PO-14-1080-1080C-1080L-00000001097</u>	Double Tree by Hilton Hotel Cape Cod - Hyannis	
<u>PO-15-1080-OSD01-OSD10-00000002553</u>	Double Tree by Hilton Leominster	
<u>PO-14-1080-1080C-1080L-00000001140</u>	Endicott College	
<u>PO-14-1080-1080C-1080L-00000001142</u>	Four Points Sheraton Norwood - HOBBS BROOK Management LLC	
<u>PO-14-1080-1080C-1080L-00000001131</u>	Hilton Garden Inn Worcester	
<u>PO-14-1080-1080C-1080L-00000001132</u>	Holiday Inn Hyannis	
<u>PO-14-1080-1080C-1080L-00000001147</u>	Holiday Inn Marlboro/Midland Hotel Corp	
<u>PO-14-1080-1080C-1080L-00000001148</u>	Holiday Inn Taunton	
<u>PO-14-1080-1080C-1080L-00000001150</u>	Marlborough Courtyard by Marriott	
<u>PO-15-1080-OSD01-OSD10-00000003857</u>	President and Fellows of Harvard College	
<u>PO-14-1080-1080C-1080L-00000001151</u>	Sturbridge Host Hotel	
<u>PO-14-1080-1080C-1080L-00000001134</u>	Wachusett Village Inn	
<u>PO-14-1080-1080C-1080L-00000001139</u>	Westford Regency Inn, Inc	

Strategic Sourcing Services Team Members

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Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with zero pricing for line items identified as follows:

- GRO27A – Catering Services – there are fourteen (14) vendors with one (1) commodity line identified.
- GRO27B – Catering Services and Conference Space – there are six (6) vendors with two (2) commodity lines identified.
- GRO27C – Catering Services, Conference Space and Hotel Room Accommodation there are seventeen (17) vendors with three (3) commodity lines identified.

For all the contract numbers identified above each vendor has been assigned a unique Master Blanket Purchase Order (PO). To obtain pricing users must contact the vendor and enter pricing with that vendor in the appropriate line item identified with the Master Blanket Purchase Order.

How to place an order

Once a quote has been obtained and a vendor has been selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use GRO27A, GRO27B or GRO27C) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the quote
- Submit for approval

Where to find complete GRO27A Catering Services contract information on COMMBUYS

If full statewide contracts details are required please refer to GRO27A files listed under the Conversion Vendor [C124489-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Where to find complete GRO27B Catering Services and Conference Space contract information on COMMBUYS

If full statewide contracts details are required please refer to GRO27B files listed under the Conversion Vendor [C124491-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Where to find complete GRO27C Catering Services, Conference Space & Hotel Room Accommodation contract information on COMMBUYS

If full statewide contracts details are required please refer to GRO27C files listed under the Conversion Vendor [C124493-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.